1. **Policy**
   It is the policy of the Navitas College of Public Safety (NCPS) that student progress is monitored, recorded and assessed, and that students identified as 'At Risk' of completion are academically counselled and, where possible, provided assistance.

2. **Purpose**
   The purpose of this policy is to outline the procedure for monitoring, recording and assessing course progress of students.

3. **Responsibility**
   The Dean and the Manager of Study Programs are responsible for compliance with this policy.

4. **Guidelines**

   4.1 **General**
   The Manager of Study Programs and the Professional Educator (Student Academic Support) specifically monitor the academic progress of all students to ensure that they make satisfactory academic progress.

   The Professional Educator (Student Academic Support) is responsible for implementing this policy and for administering the major and/or ongoing actions that it requires.

   4.2 **Students 'At Risk': Criteria**
   A student whose results meet any of the following criteria is deemed to be 'At Risk' of failing to make satisfactory academic progress:
   - a student with Fails (NN), DNS results, or a combination of both, on their end of trimester transcripts for fifty percent (50%) or more of their subject load in that trimester;
   - a student who receives more than two DNS results in any academic year;
   - a student who Fails (NN) a core subject twice.

   A student deemed to be 'At Risk' may lose this status if their academic progress becomes satisfactory, i.e. it no longer meets any of the above criteria.

   4.3 **Students 'At Risk': Stage One**
   At Stage One, when students are first identified as being 'At Risk' by one of the above criterion, the Professional Educator (Student Academic Support) contacts the relevant students. The student will be informed about the NCPS policy on Student Progress, asked to account for his/her academic progress, made aware of the academic support available to them (and of other support available if deemed relevant), and invited to attend academic support workshops.

   This meeting is not a disciplinary meeting. Rather, the aim is to ensure that such students have the academic foundations to move forward successfully.

   The Board of Examiners reviews all results of Students 'At Risk': Stage One at the end of the following trimester.

   4.4 **Students 'At Risk': Stage Two**
   Students with continuing poor progress (50 per cent NN or DNS) in a subsequent trimester are regarded as Students 'At Risk': Stage Two.
The Board of Examiners passes the names of all Students ‘At Risk’: Stage Two to the Academic Progress Panel. It then addresses the matter of each student’s academic progress.

The Academic Progress Panel then recommends that the Professional Educator (Student Academic Support) arrange for each Student ‘At Risk’: Stage Two to have an interview with the Dean and/or the Manager of Study Programs, which the Professional Educator (Student Academic Support) will organise and also attend.

At this meeting, the student:
- will be asked to account for their continued poor progress; and,
- will be contracted to undertake a reduced study load for the next trimester (usually 50 per cent of a full academic load); and,
- will be informed that they must pass all of the subjects in their reduced academic load in order to be able to undertake further studies at NCPS.

At the end of the trimester, the Board of Examiners informs the Academic Progress Panel of the results of each Student ‘At Risk’: Stage Two.

Stage Two proceedings may be enacted for a second poor trimester’s results, whether these occur in the next trimester, or in a later trimester.

4.5 Student ‘At Risk’: Stage Three
The Academic Progress Panel will review the academic progress of Students ‘At Risk’: Stage Two. Should these students not have passed all of the subjects in their reduced academic load, each student then becomes a Student ‘At Risk’: Stage Three.

He/she will be required to show cause in writing to the Academic Progress Panel as to why, given their unsatisfactory results, he/she should be permitted to continue with their studies at NCPS.

The student will not be required to meet with the Panel, although he/she may choose to do so in order to state their case.

Depending on the outcome of any correspondence that the Academic Progress Panel receives and/or any student stating their case, the Panel can recommend:
- that the student continue his/her studies, provided that he/she agrees to certain specific stipulations that the Panel has determined;
- that the student defer his/her studies for one trimester;
- should the student have already had a period of deferment at the behest of the Panel, that he/she again defer his/her studies for a period up to one academic year.

The Academic Council must approve either of the above recommendations.

Should the Academic Council approve the recommendation of the Academic Progress Panel, the Dean shall notify the student in writing of the Academic Progress Panel’s decision. The student will also be informed about the NCPS’s Complaints and Appeals policy, in order to take further action if he/she desires.

4.6 Re-enrolment
If a student has deferred because of unsatisfactory academic progress, he/she, before being allowed to re-enrol at NCPS, will be required to show cause in writing to the Dean (or delegate) as to why he/she should be permitted to re-enrol at NCPS.

He/she may also be required to discuss the potential resumption of their studies with the
A student may be allowed to re-enrol by providing proof of further academic achievement, such as re-doing the Skills Enhancement Program, or by providing satisfactory results obtained from a course conducted external to NCPS, or by providing evidence of having undertaken or received some external assistance that will help them to progress academically at NCPS.

4.7 Continued Poor Academic Progress
The Academic Council may prevent from re-enrolling a student who has passed through 'At Risk' stages 1 to 3 and who is still showing unsatisfactory academic progress.

5. Procedures
5.1 The Professional Educator (Student Academic Support)
The Professional Educator (Student Academic Support) manages all processes associated with Students 'At Risk'. He/she:

- implements this policy;
- helps to identify all students 'At Risk';
- is the first point of contact for all students identified to be 'At Risk';
- notifies each student deemed to be 'At Risk' of their status, or of actions taken in relation to their status;
- monitors the progress of all students 'At Risk', regardless of their stage;
- arranges all interviews for students 'At Risk';
- composes all letters to students 'At Risk';
- organises relevant information for the Board of Examiners and the Academic Progress Panel to consider;
- organises relevant information for the Academic Council to consider in relation to recommendations from the Academic Progress Panel.

5.2 Student Administration
At the conclusion of each trimester, Student Administration will provide the Professional Educator (Student Academic Support) with a list of students who have been identified as being 'At Risk' (based on the criteria given in Section 4.2) for discussion at the Board of Examiners.

6. Authority
Authorised by the Dean

7. Approval
Approved by the Academic Council on 21 July 2011
8. **Amendments**

<table>
<thead>
<tr>
<th>Date</th>
<th>Modified by</th>
<th>Sections amended/added</th>
<th>Approved by Academic Council (if required)</th>
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<tr>
<td>10/11/09</td>
<td>Christine Ashton</td>
<td>Change of name and logo</td>
<td>Minor change</td>
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<tr>
<td>27/11/09</td>
<td>Jodie Reeve</td>
<td>Amended document references</td>
<td>Minor change</td>
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<tr>
<td>20/07/11</td>
<td>Christopher Snedden</td>
<td>Updated terminology</td>
<td>Minor change</td>
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<tr>
<td>6/12/11</td>
<td>Christopher Snedden</td>
<td>1. Major rework of policy: simplification; streamlining; delineation of stages; clarification of 'At Risk' status; minimisation of administration involvement; addition of section 4.7: Continued Poor Academic Progress;</td>
<td>1. Major change;</td>
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<td></td>
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<td>2. Changed exclusion from course to deferment from course for a period of time (usually one trimester);</td>
<td>2. Major change (based on feedback from the Academic Council);</td>
</tr>
<tr>
<td>07/01/13</td>
<td>Matthew Thurgood</td>
<td>Change of title: Dean/Head of College to Dean</td>
<td>Not required</td>
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